



## Harassment Policy

It is the policy of the City of Miami that all employees have a right to work in an environment free from discrimination. Therefore, verbal or physical conduct, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment will not be tolerated. This also includes: slurs, jokes or degrading comments concerning sex, age, race, national origin, religion, sexual orientation, marital status, or membership in any other protected groups. Any such harassment is strictly prohibited by public officials, supervisors or co-workers.

More specifically regarding sexual harassment, no supervisor or public official shall threaten or insinuate either explicitly or implicitly that any employees' submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct or a hostile work environment in the workplace whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes:

- a. Repeated offensive sexual flirtations, touching, advances, or propositions;
- b. Continual or repeated abuse of a sexual nature;
- c. Graphic or suggestive comments about an individual's dress or body;
- d. Sexually degrading words to describe an individual;
- e. The display in the workplace of sexually suggestive objects or pictures.

Any employee who believes that the actions or words of any supervisor or fellow employee constitute unwelcome harassment has a responsibility to report or complain as soon as possible to the appropriate supervisor or to the proper administrative official.

All complaints of harassment will be investigated promptly and in an impartial and confidential manner. Any employee or supervisor who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

---

Signature of Employee

---

Date